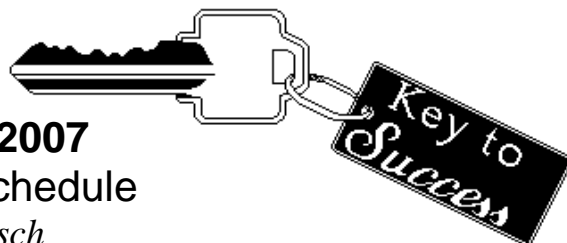


Training is one...



June 2007 – July 2007 Computer Training Schedule Instructor: Rob Kersch

Subject	Day(s)	Date(s)	Times	Location	Training Hours
June 2007					
Excel 2003	M/Tu	6/18-19/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
Outlook 2003	Wed	6/20/07	8:00 AM – 12:00 PM	MSP Computer Lab	4
Windows	Tu/W	6/26-27/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
Internet Research	M	06/25/07	8:00 AM – 4:00 PM	MSP Computer Lab	7
July 2007					
Word Mail Merges ¹	M	7/2/07	8:00 AM – 4:00 PM	MSP Computer Lab	7
Outlook 2003	Tu	7/3/07	8:00 AM – 12:00 PM	MSP Computer Lab	4
Word 2003	M/Tu	7/9-10/07	8:00 AM – 4:00 PM	MSP Computer Lab	14
Computer Essentials ²	W	7/11, 18, 25/07	8:00 AM – 12:00 PM	MSP Computer Lab	36-40
Excel Charts ³	F	7/13/07	8:00 AM – 4:00 PM	MSP Computer Lab	7
Excel 2003 – Intermediate ⁴	M/Tu	7/23-24/07	8:00 AM – 4:00 PM	MSP Computer Lab	14

Notes

1. The **Word Mail Merges** class involves creating form letters, envelopes, and labels. *This class assumes that the user already knows basic Word skills. You must have either taken the Word 2000 class or demonstrate sufficient knowledge to the instructor to enroll in this class.*
2. The **Computer Essentials** class is typically a 36 to 40-hour course designed for beginning to intermediate computer users. The course is expected to last from 9 to 10-hour sessions, once a week for 3 to 4-hours. This course is designed to get the beginning or novice computer user comfortable using the computer and fill in gaps of their computer knowledge. This course is a slower-paced version of the Basic Computer or Windows courses taught in intervals at a slower rate and at a more thorough level than the Basic Computer/Windows courses. A typing tutorial is also utilized in this course. The class listed does not have an end date, as it will be an ongoing class. It is anticipated to take 10 sessions and has had excellent results with users who want to be more confident in their computer skills and be more self sufficient. *This course involves dedicated participation on a weekly basis and has out of class assignments. Please do not apply for this class if you can not make it on a regular basis. The days of the week for this class may shift due to the needs of the class members.*
3. The **Excel Charts** class will cover topics on Building and Modifying Charts. *This class assumes that the user already knows basic Excel skills. You must have either taken the Excel 2000 or 2003 class or demonstrate sufficient knowledge to the instructor to enroll in this class.*
4. The **Excel Intermediate** class will cover topics such as Formulas, Inserting and Editing Comments, Conditional Formatting, Sorting Data, Pivot Tables, and possibly Goal Setting and Subtotals (time depending). *This class assumes that the user already knows basic Excel skills. You must have either taken the Excel class or demonstrate sufficient knowledge to the instructor to enroll in this class.*
5. **Windows knowledge is prerequisite to every course** (with the exception of Basic Computer and Windows).
6. If you have any computer training needs, please contact Rob Kersch to arrange training.

****Most computer classes are accredited through Excelsior College. Contact the Instructor or Lisa Hunter for details.****

To register contact: Rob Kersch, 846-1320 extension 2207 or e-mail rkersch@mt.gov

IF ADEQUATE NUMBERS ARE NOT REGISTERED, THE CLASS WILL BE CANCELLED.

The DOC Training Unit makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in training. Persons needing an accommodation must notify the Training Unit no later than 2 weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, you can call 444-7917 or e-mail lihunter@mt.gov ./